RIVIP State Agency Info Center Documentation

I. Summary

This document explains how to utilize the State Agency Info Center on the Purchasing RIVIP website. The State Agency Info Center contains valuable purchasing information and tools for you and your agency.

II. Setup/Sign In

In order to begin using the State Agency Info Center, you must receive a User ID and password from the purchasing department. Once you receive this information, you can go to http://www.purchasing.ri.gov and click on the "State Agency Info Center" link to sign in:

III. Navigation

Once you have logged into the system, you will see the Info Center Navigation Page. This page contains a tree-structure that simplifies organization and navigation:

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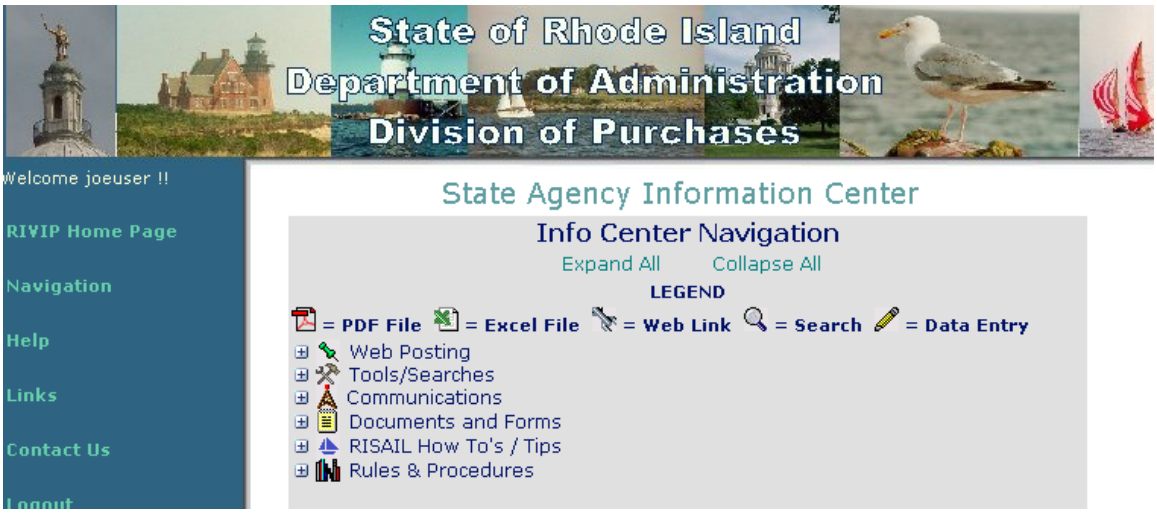
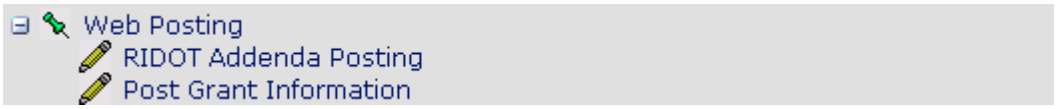


A. Web Posting

This section contains data entry screens that will allow you to post information on the purchasing (RIVIP) website. Click the ⊞ next to the Web Posting root node to see the web posting options:



RIDOT Addenda Posting - This function is for authorized RIDOT persons to be able to add addenda to state agency bids handled by central purchasing.

Post Grant Information –

This function is for authorized grant data entry personnel only. See the Grant Posting Documentation for more information.

B. Tools/Searches

This section contains tools (online searches) that will be useful to you. Click the ⊞ next to the ⊞ Tools/Searches root node to see the tools/searches options:

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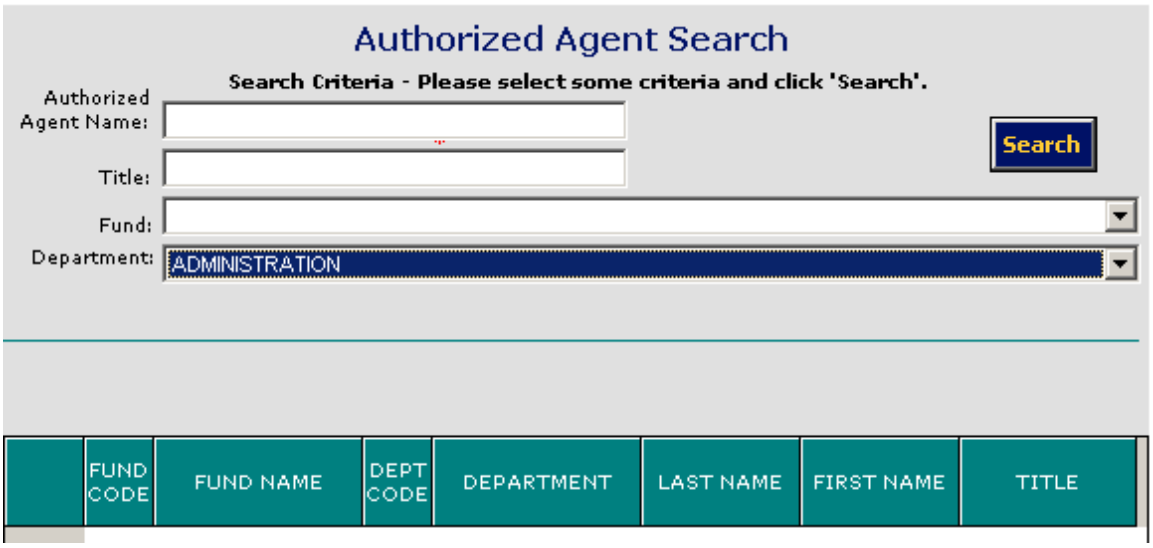
Authorized Agents - This search allows you to look up authorized agents by agent name, fund, or department:



Enter an authorized name, title or select a fund and/or department and click the Search button. The spreadsheet will then be loaded with the search results:

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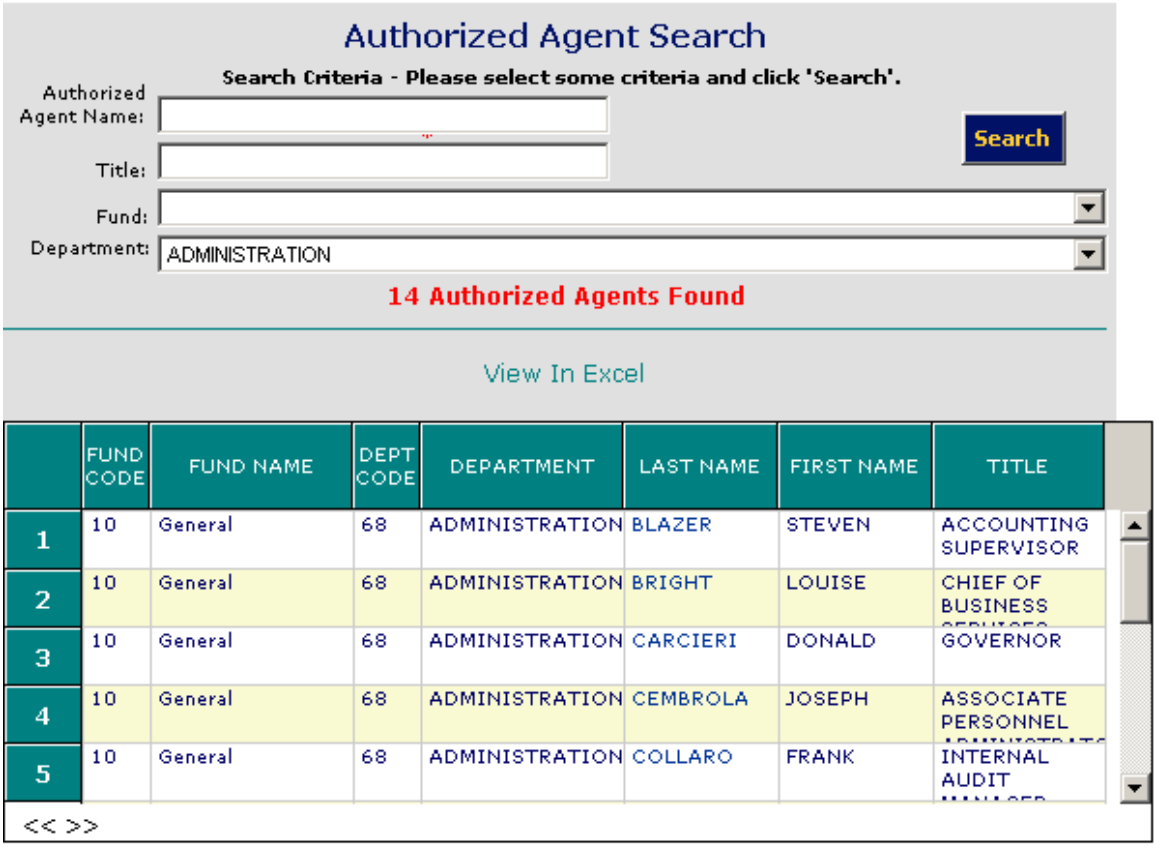

	FUND CODE	FUND NAME	DEPT CODE	DEPARTMENT	LAST NAME	FIRST NAME	TITLE
1	10	General	68	ADMINISTRATION	BLAZER	STEVEN	ACCOUNTING SUPERVISOR
2	10	General	68	ADMINISTRATION	BRIGHT	LOUISE	CHIEF OF BUSINESS
3	10	General	68	ADMINISTRATION	CARCIERI	DONALD	GOVERNOR
4	10	General	68	ADMINISTRATION	CEMBROLA	JOSEPH	ASSOCIATE PERSONNEL
5	10	General	68	ADMINISTRATION	COLLARO	FRANK	INTERNAL AUDIT

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Double-click a column header to toggle sort ascending/descending.

Click on a last name to view the details for a particular authorized agent:

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Authorized Agent Detail

Agent Information

Approval Date: 2/17/2004

Last Name: COLLINS First Name: THOMAS

Fund: 10 - General

Department: 68 - ADMINISTRATION

Title: CHIEF INFORMATION OFFICER

Category A - Payment Forms

Audit Notice: No From Sequence:

Invoice Header Entry Form: No To Sequence:

Emp. Adv. & Exp Report: No

Direct Pay: No

Additional Sequences:

Category B - Accounting Forms

Fund Transfer: No From Sequence:

Journal Entry: No To Sequence:

Additional Sequences:

Category C - Miscellaneous Forms

Travel Request: Yes From Sequence:

Report of Surplus: Yes To Sequence:

Report of Fixed Asset: Yes

Report of Equip Acquired: Yes

Office Supplies Order Form: Yes

Additional Sequences: *SEE BOOK

Category D - Purchasing Forms

Purchase Requisitions: No From Sequence:

To Sequence:

Additional Sequences:

The authorized agent search results can be loaded into Excel by clicking the View In Excel link. This will open Excel within your browser with the data in the Excel spreadsheet where it can be manipulated:

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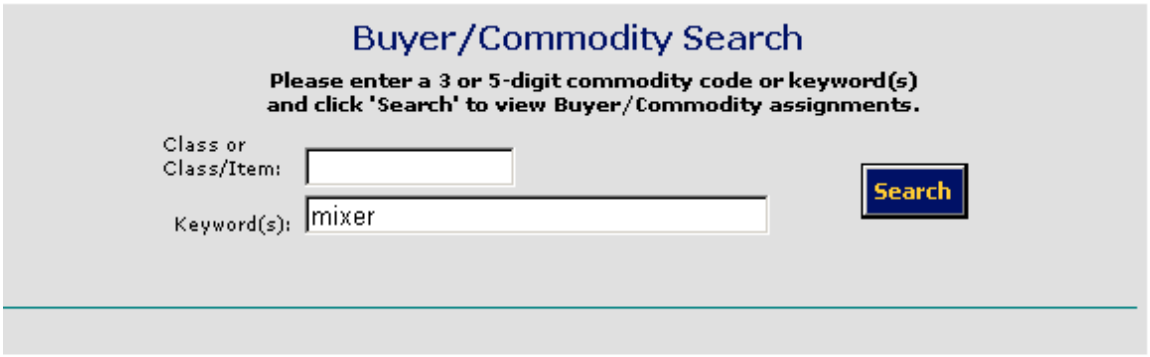
	B	C	D	E	F	G	H
1	FUND	FUND NAME	DEPT	DEPARTMENT	LAST NAME	FIRST NAME	TITLE
2	10	General	68	ADMINISTRATION	AuthorizedAger	STEVEN	ACCOUNTING SUPERVISOR
3	10	General	68	ADMINISTRATION	AuthorizedAger	LOUISE	CHIEF OF BUSINESS SERVICES
4	10	General	68	ADMINISTRATION	AuthorizedAger	DONALD	GOVERNOR
5	10	General	68	ADMINISTRATION	AuthorizedAger	JOSEPH	ASSOCIATE PERSONNEL ADMINISTRATOR/BENEFITS
6	10	General	68	ADMINISTRATION	AuthorizedAger	FRANK	INTERNAL AUDIT MANAGER
7	10	General	68	ADMINISTRATION	AuthorizedAger	THOMAS	CHIEF INFORMATION OFFICER
8	10	General	68	ADMINISTRATION	AuthorizedAger	MERRILL	PURCHASING COORDINATOR
9	10	General	68	ADMINISTRATION	AuthorizedAger	LAWRENCE	STATE CONTROLLER
10	10	General	68	ADMINISTRATION	AuthorizedAger	HELEN	ASSISTANT BUSINESS MANAGEMENT OFFICER
11	10	General	68	ADMINISTRATION	AuthorizedAger	PETER	SUPERVISOR OF FINANCIAL MANAGEMENT REPORTING
12	48	Centrex	68	ADMINISTRATION	AuthorizedAger	LINDA	CHIEF IMPLEMENTATION AIDE
13	10	General	68	ADMINISTRATION	AuthorizedAger	JOHN	SUPERVISOR OF FINANCIAL REPORTING
14	48	Centrex	68	ADMINISTRATION	AuthorizedAger	SANDY	TELECOMMUNICATION SPECIALIST
15	10	General	68	ADMINISTRATION	AuthorizedAger	KENNETH	CHIEF OF STAFF

Buyers/Commodity Codes - This search allows you to look up buyers for a particular commodity code, class or description. You can even perform a lookup by buyer name:



Enter a commodity code class/item or keyword(s) and click Search to view the buyer/commodity assignments:

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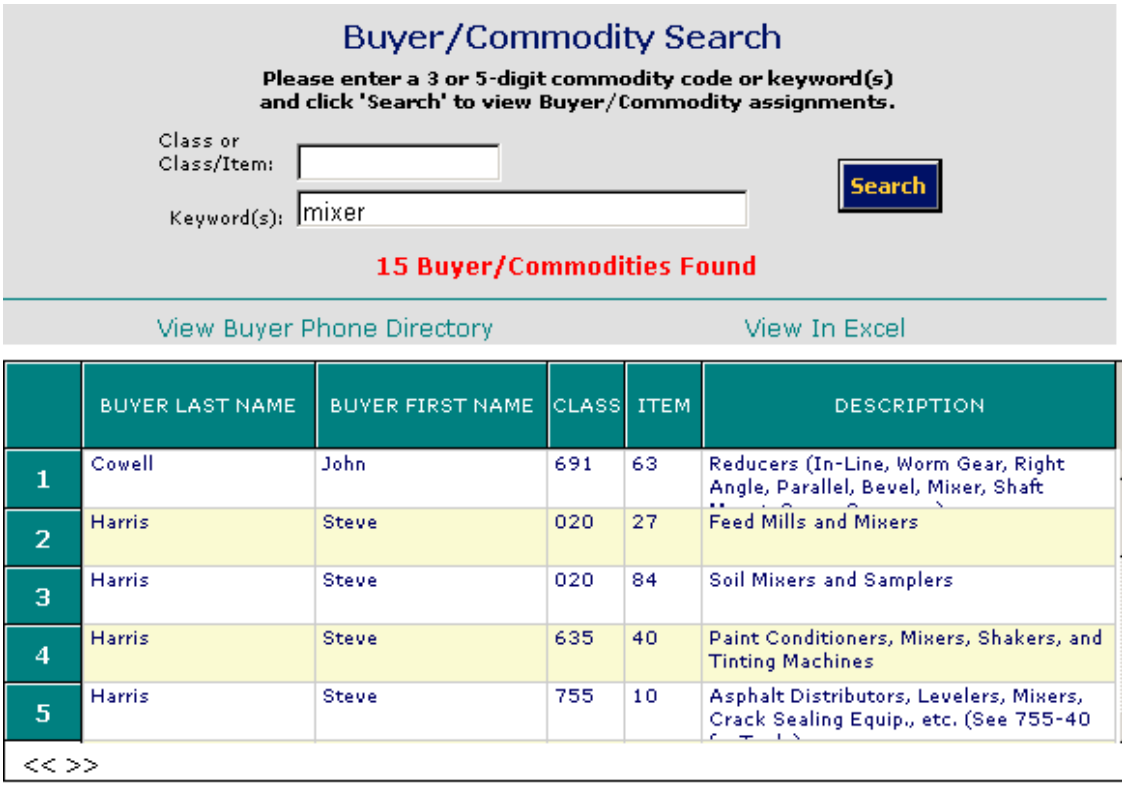

Buyer/Commodity Search

Please enter a 3 or 5-digit commodity code or keyword(s) and click 'Search' to view Buyer/Commodity assignments.

Class or Class/Item:

Keyword(s): mixer

Search

15 Buyer/Commodities Found

View Buyer Phone Directory View In Excel

	BUYER LAST NAME	BUYER FIRST NAME	CLASS	ITEM	DESCRIPTION
1	Cowell	John	691	63	Reducers (In-Line, Worm Gear, Right Angle, Parallel, Bevel, Mixer, Shaft
2	Harris	Steve	020	27	Feed Mills and Mixers
3	Harris	Steve	020	84	Soil Mixers and Samplers
4	Harris	Steve	635	40	Paint Conditioners, Mixers, Shakers, and Tinting Machines
5	Harris	Steve	755	10	Asphalt Distributors, Levelers, Mixers, Crack Sealing Equip., etc. (See 755-40

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Double-click a column header to toggle sort ascending/descending.

The search results displays the assignments. There is also a link to the Buyer Phone Directory.

The buyers/commodity codes search results can be loaded into Excel by clicking the View In Excel link. This will open Excel within your browser with the data in the Excel spreadsheet where it can be manipulated:

	A	B	C	D	E
1	BUYER LAST NAME	BUYER FIRST NAME	CLASS	ITEM	DESCRIPTION
2	Cowell	John	691	63	Reducers (In-Line, Worm Gear, Right Angle, Parallel, Bevel, Mixer, Shaft Mount, Screw Conveyor)
3	Harris	Steve	020	27	Feed Mills and Mixers
4	Harris	Steve	020	84	Soil Mixers and Samplers
5	Harris	Steve	635	40	Paint Conditioners, Mixers, Shakers, and Tinting Machines
6	Harris	Steve	755	10	Asphalt Distributors, Levelers, Mixers, Crack Sealing Equip., etc. (See 755-40 for Tools)
7	Harris	Steve	755	80	Concrete Mixers
8	Harris	Steve	765	37	Mixers, Lime Slurry
9	Harris	Steve	929	12	Asphalt Distributors, Levelers, Mixers, etc. Maintenance and Repair
10	Harris	Steve	929	30	Concrete Mixers, Maintenance and Repair
11	Hill	Lisa	045	51	Mixers, Food (Household Types)
12	Hill	Lisa	803	45	Music Systems and Components: Amplifiers, Mixers, Preamplifiers, Tuners, Turntables, etc.
13	Miller	Alma	090	16	Dough Mixers
14	Miller	Alma	165	02	Blenders, Food Cutters, and Mixers
15	Roche	Linda	175	82	Stirrers, Blenders, Homogenizers, Mixers and Shakers
16	Roche	Linda	490	19	Density Gradient Equipment: Fractionators, Mixers, etc.

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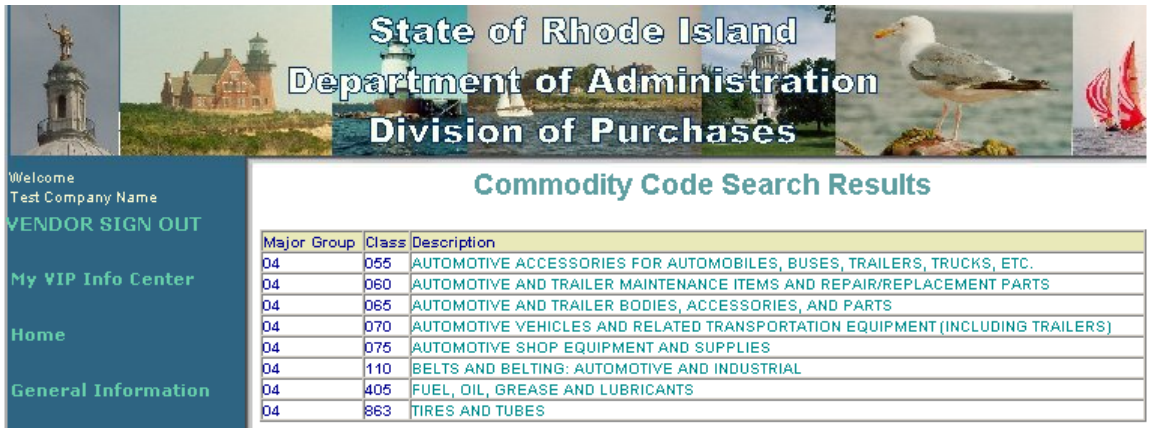
Commodity Codes - This search allows you to look up commodity codes and commodity code descriptions. You can start by either entering a keyword or selecting a commodity code category:

Once a category or keyword is entered, click . If a category is all that is selected, the list of classes will be displayed for that category. In this example, we selected 04-Automotive Products, Vehicles, and Services:



Major Group	Class	Description
04	055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.
04	060	AUTOMOTIVE AND TRAILER MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS
04	065	AUTOMOTIVE AND TRAILER BODIES, ACCESSORIES, AND PARTS
04	070	AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT (INCLUDING TRAILERS)
04	075	AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES
04	110	BELTS AND BELTING: AUTOMOTIVE AND INDUSTRIAL
04	405	FUEL, OIL, GREASE AND LUBRICANTS
04	863	TIRES AND TUBES

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From this page you can click the description field for a particular class to view its Items. In this example, we selected Tires and Tubes:

Major Group	Class/Item	Description
04	863 - 03	Tires and Tubes, Aircraft
04	863 - 05	Tires and Tubes, Passenger Vehicles
04	863 - 06	Tires and Tubes, Motorcycle
04	863 - 07	Tires and Tubes, Light Trucks
04	863 - 10	Tires and Tubes, Medium Truck and Bus
04	863 - 15	Tires and Tubes, Off-Road Equipment
04	863 - 20	Tires and Tubes, Farm Tractor and Implement
04	863 - 25	Tires and Tubes, Industrial
04	863 - 42	Flaps and O-Rings, Tire
04	863 - 65	Recapped/Retreaded Tires (See Class 928 if Recapping/Retreading Own Tires as a Service)

When searching by keyword, the search results will only list item level detail. You can combine category and keyword in your searches. This will search for a keyword only in a particular category.

Purchase Order Search - This search allows you to look up purchase order information. The purchase order search page contains a variety of search criteria:

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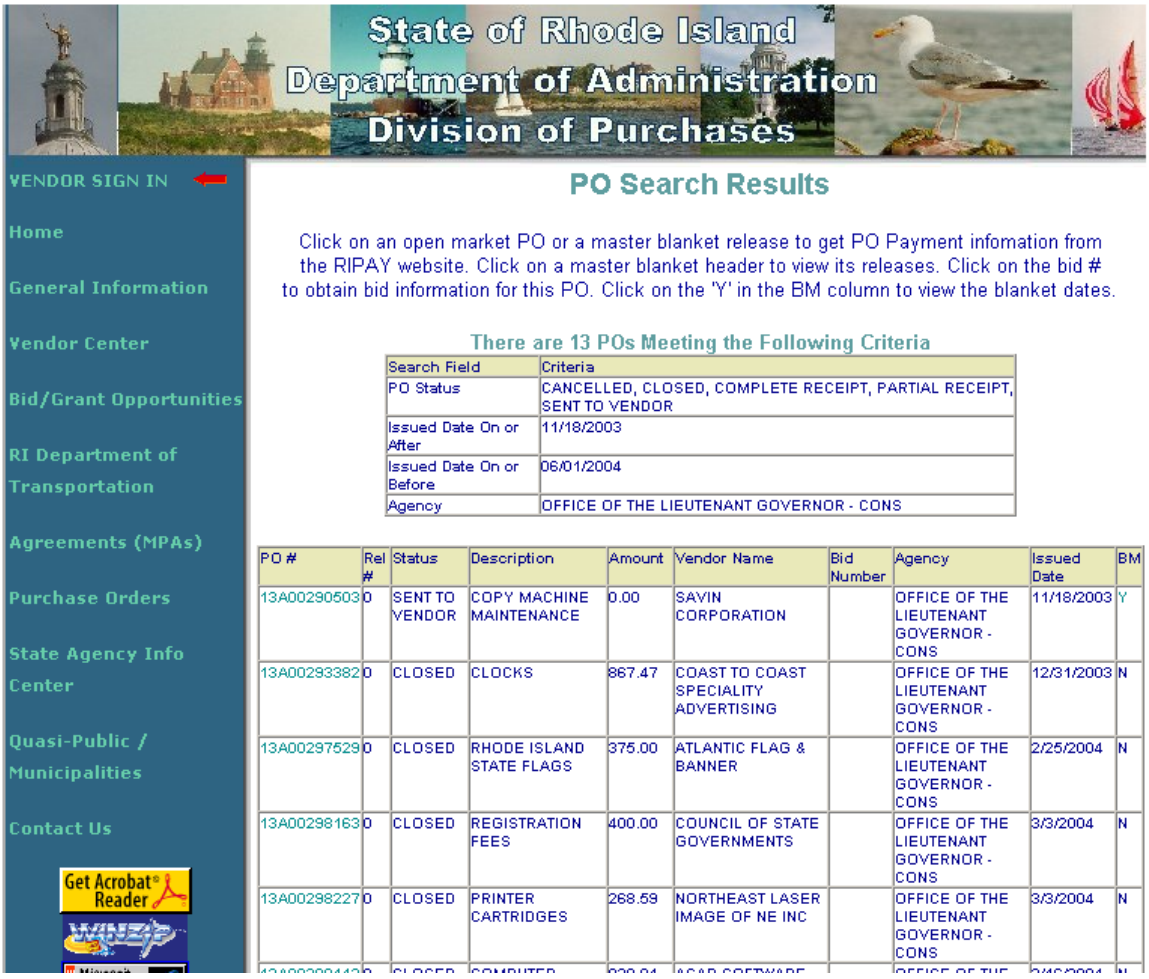
You must at minimum enter criteria for PO Number, Vendor Name, or Issued Date range. Once your criteria is entered, click the Search button, and the search results will be displayed:



The PO Search Results page displays the purchase orders that met your criteria. The "BM" column is a blanket master indicator field displaying a Y(Yes) or N(No). Clicking on the 'Y' for a blanket master will display additional information about the blanket master:

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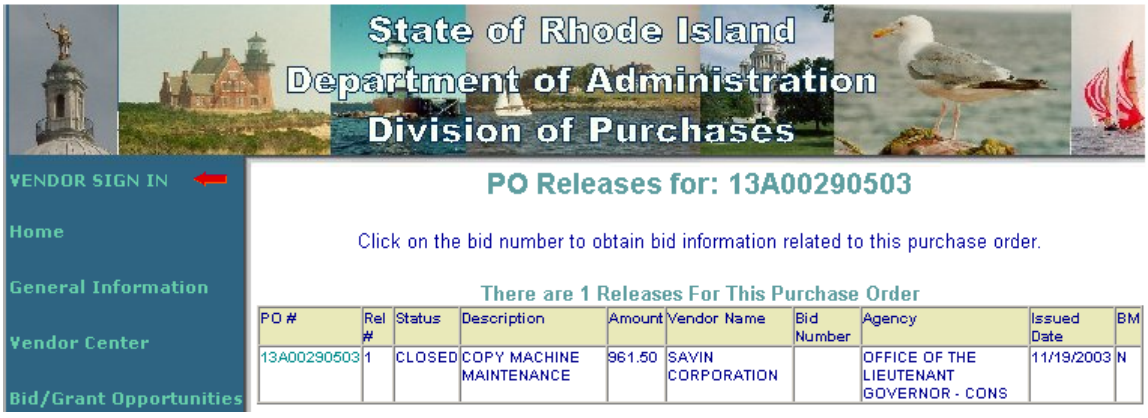
Clicking on the PO # field for a blanket master will display release details for that master blanket:



Clicking on a blanket master release or an open market purchase order will take you to the RIPAY website and display invoice information:

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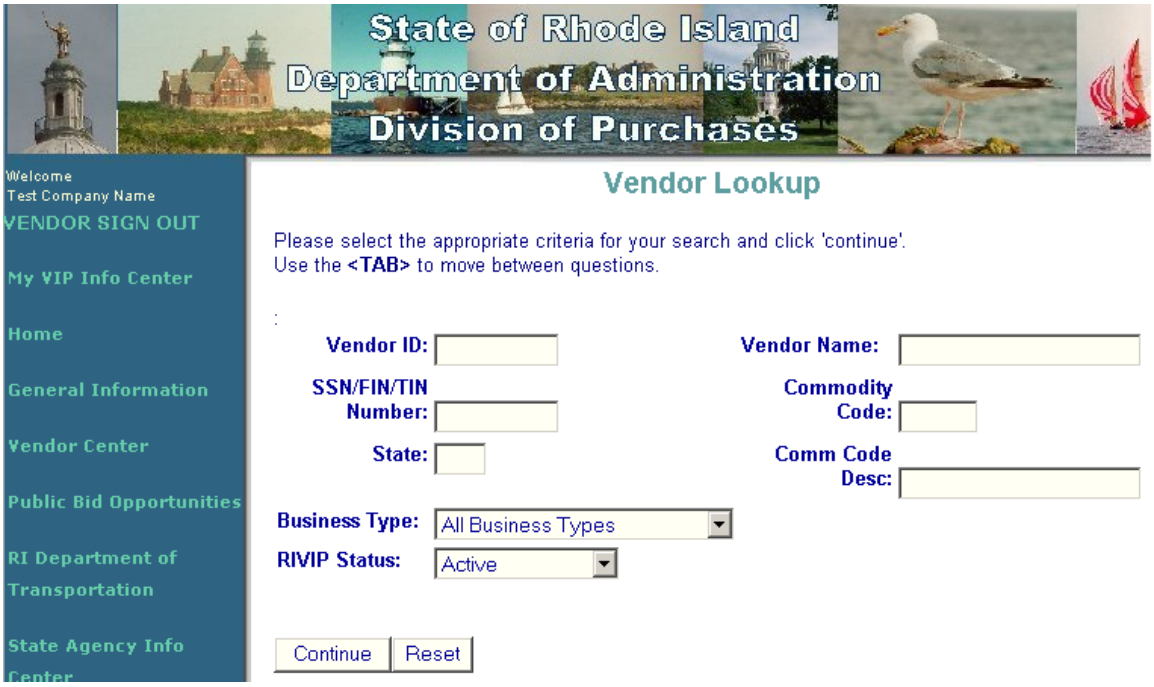
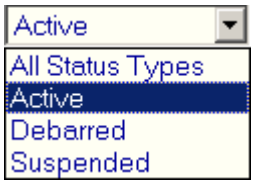
Search For Vendors - This search allows you to look up vendors that have registered on the Purchasing RIVIP website. ***This search requires an additional login.*** The following search criteria can be entered to find a vendor:



Business types include:

RIVIP Statuses include:



Once criteria has been entered, click

and you will see the search results:

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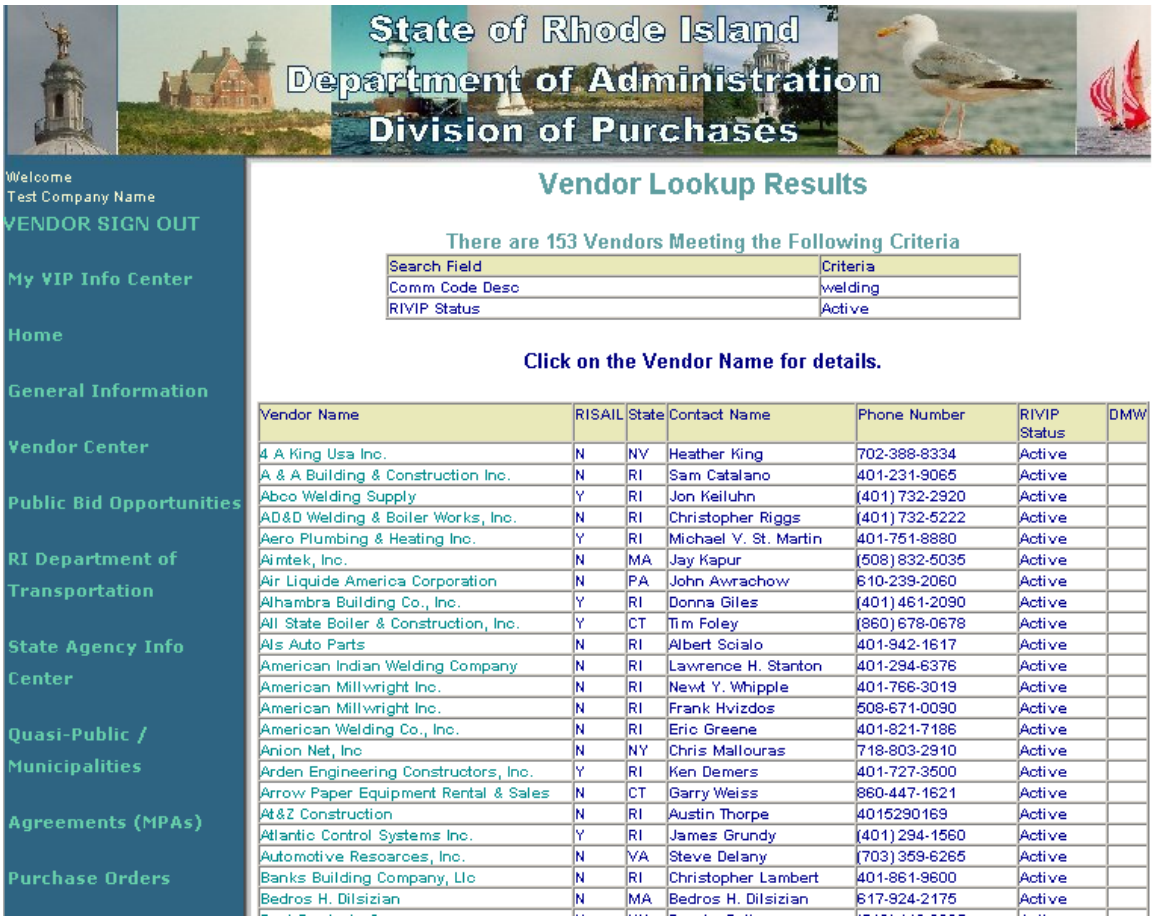

The vendor lookup results page displays the vendor name, a Yes/No flag explaining whether or not the vendor exists in RISAIL, the state, contact name/phone, RIVIP status, and flags for Disabled(D), Minority(M), and Women(W) owned businesses.

*****Remember vendors that exist on the Purchasing/RIVIP website may or may not exist in RISAIL. Conversely, vendors that exist in RISAIL may or may not exist on the Purchasing/RIVIP website. (The reason for this is that there are some vendors who bid and are never awarded. There are also vendors who are awarded and never bid.)**

Detailed vendor information can be retrieved by clicking on the vendor name:

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C. Communications

This section contains tools (online searches) that will be useful to you. This section contains memos, notices, and instructions from the Division of Purchases that can be easily downloaded and printed. Click the ⊞ next to the ⊞ Communications root node to see the communications options:

Administrative Approval Letter - Approval requirements and authorized agent responsibilities.

Year End Instructions - Fiscal year transition tables and guidelines for the most current fiscal year.

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D. Documents and Forms

This section contains purchasing documents/forms applicable to state agencies that can be easily downloaded and/or printed. This section also contains a link to the forms section of the Accounts and Controls website. Click the ⊞ next to the ⊞ Documents and Forms root node to see the documents and forms options:

Datalogic Budget Request - MS Excel form required for Datalogic supplemental services requests.

Master Blanket Change - MS Excel form for master blanket change requests.

Purchasing Complaint - Not yet available.

Request for Legal Counsel - Not yet available.

E. RISAIL How To's / Tips

This section contains RISAIL/Buyspeed technical instructions and procedures for state agencies. Click the ⊞ next to the ⊞ RISAIL How To's / Tips root node to see the instructions which are broken out into multiple categories:

Training Manual - This section will contain the RIAIL training documentation which includes sections for Accounts Payable, General Ledger, and Purchasing. These documents are currently unavailable.

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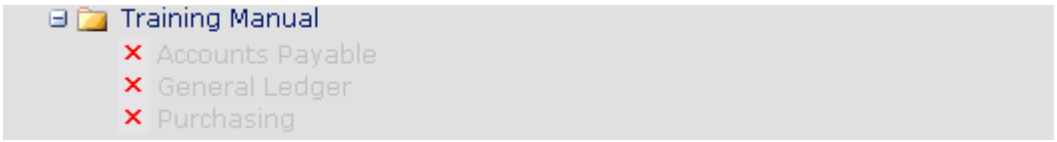
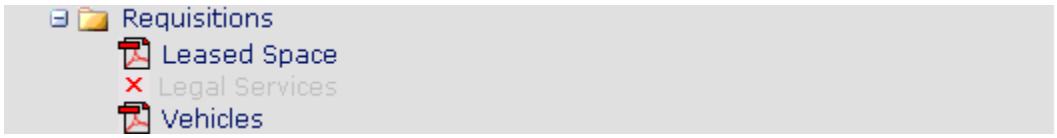


Requisitions - This section contains PDF documents containing instructions for requisitioning leased space, legal services, or vehicles:

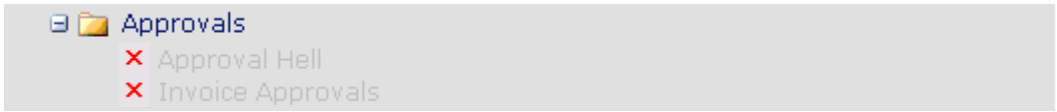


Receiving - Information on how to perform receiving operations within Buyspeed & RISAIL

Purchase Orders - This section contains PDF documents containing instructions for performing a change order, closing a blanket purchase order release or establishing a mastet blanket for leased space:

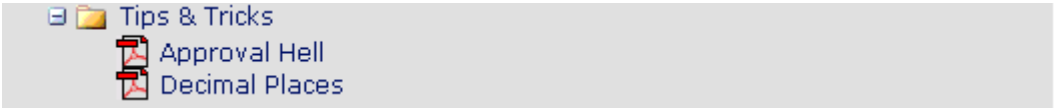
Reports - This section contains PDF documents on how to run reports within Buyspeed/RISAIL. Specific reports include those on class summary, MPA Usage, Multi-Vendor MPA, PO Account, and Vendor Lookup:

Approvals - This section is not yet available.



Payments - This section contains information on how to enter ACH payment categories within Buyspeed & RISAIL.

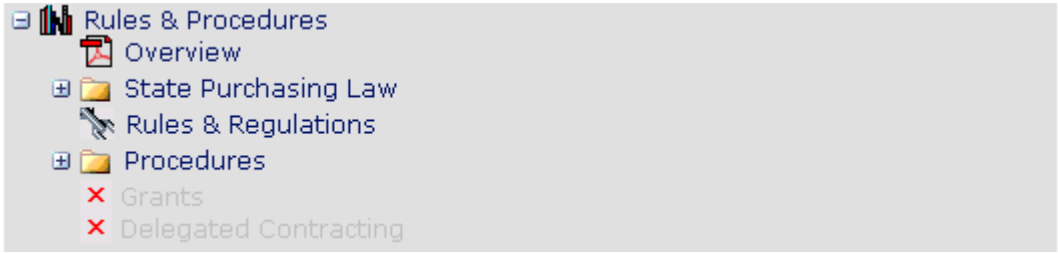
Tips/Tricks - This section contains PDF documents containing useful information for using Buyspeed and RISAIL more effectively.



Other - This section contains PDF documents containing information on additional operations within Buyspeed/RISAIL.

F. Rules and Procedures

This section contains general purchasing instructions and procedures for state agencies. Click the ⊞ next to the ⊞ Rules & Procedures root node to see the rules and procedures options:



Overview - PDF presentation of Purchasing law, regulations, and procedures.

State Purchasing Law - RI general law and information including a link to 37-2 Rhode Island General Law:

Rules & Regulations - Rules and Regulations Published per RI General Law 37-2.

Procedures - Small Purchase, MPA, and other procedures.

IV. Help

The Help link on the State Agency Info Center main menu links to the most recent version of this document in PDF format. You must have Adobe Acrobat Reader installed on your workstation to view PDF files. The Get Acrobat® Reader link on the State Agency Info Center main menu will take you to the Adobe website where the reader can be downloaded for free.

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V. Links

Important purchasing-related website links can be accessed by clicking the Links hyperlink on the State Agency Info Center main menu:

VI. Conclusion

This concludes the materials for the state agency info center. We hope this documentation will be helpful in preparing your department staff to utilize this new on-line resource.